Job Description

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Job Title
Administrative and Financial Analyst

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
Logistics & Operations

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Logistics & Operations: 5 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

The Administrative and Financial Analyst is responsible for supporting and coordinating the organization's financial and administrative functions within a logistics and operations environment. The role involves financial analysis, reporting, budgeting, reconciliations, administrative coordination, procurement support, and asset management to ensure financial accuracy, operational efficiency, and compliance with company procedures.

Responsibilities

Financial Management and Analysis

- Monitor and analyse financial transactions, operational expenses, and business performance to support management decision-making.
- Manage and reconcile financial transactions, including customer deposits, bank payments, collections, and other operational financial activities.
- Verify drivers' financial accounts, monitor outstanding balances, and ensure proper financial accountability.
- Prepare periodic financial reports, analyse variances, and identify trends requiring management attention.
- Support budgeting, forecasting, and financial planning processes.
- Maintain accurate financial information within the company's financial management systems.
- Monitor cash flows, expenditure, and financial performance against approved budgets and targets.
- Ensure timely financial reconciliations, reporting, and compliance with internal financial controls.

Administrative Management and Coordination

- Coordinate daily administrative activities to ensure efficient office and operational support.
- Maintain proper administrative records, documentation, filing systems, and company correspondence.
- Support procurement activities, including processing requests, coordinating with suppliers, and monitoring deliveries.
- Maintain records of company assets, including vehicles, equipment, office supplies, and other operational resources.
- Coordinate the allocation, utilization, maintenance, and accountability of company assets.
- Prepare administrative reports, correspondence, schedules, and management documentation.
- Coordinate administrative requirements across departments and maintain effective communication with stakeholders.
- Monitor office supplies and inventory to ensure availability and proper utilization.

- Support the implementation of administrative policies, procedures, and operational guidelines.

Operational Compliance and Support

- Ensure adherence to company and client procedures, standards, and operational specifications.
- Collaborate with management and operational teams to address financial and administrative challenges.
- Support the achievement of financial and administrative objectives.
- Perform any other related duties as assigned by management.

Education & Qualifications

- Bachelor’s Degree in Finance, Accounting, Business Administration, Economics, or a related field. CPA(T), ACCA, or an equivalent professional qualification will be an added advantage.

Requirements

- At least 5 years of relevant experience in financial analysis, finance and administration, or a similar role, preferably within logistics, transport, distribution, or operations. Practical experience in financial reporting, reconciliations, budgeting, financial analysis, administrative coordination, and asset management is required.

Characteristics

- Strong financial analysis, numerical, and problem-solving skills.
- Good understanding of financial management, accounting principles, and internal controls.
- Proficiency in Microsoft Excel, including formulas and financial reporting.
- Familiarity with financial management systems and administrative software.
- Strong administrative, organizational, and coordination skills.
- Excellent documentation, reporting, and record-keeping abilities.
- Knowledge of procurement processes, asset management, and general administration.
- Good communication, interpersonal, and stakeholder management skills.
- High attention to detail, accuracy, and ability to meet deadlines.
- Ability to work independently and collaboratively across departments.
- High level of integrity, confidentiality, and professionalism

Driving Licence

Not Required

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